

# COLLECTION MANAGEMENT

Berkeley Public Library Board of Library Trustees  
September 9, 2015

# Collection Management

An Overview

# Collection management is:

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- An ongoing process, which includes
  - ▣ Selection and acquisitions
  - ▣ Cataloging and processing
  - ▣ Use of collection
  - ▣ Review and Weeding
- Grounded in our BOLT approved Collection Development policy and supports our BOLT approved Strategic Plan

## Goals and Scope of the Collection

- The Library is committed to developing collections, resources and services that meet the informational, cultural and recreational needs of our diverse community.
- We support the library's mission through a collection that is:
  - Relevant
  - Engaging
  - Appealing
- The Library's community-driven collection is augmented by LINK+, a lending consortium comprised of public, academic and special libraries throughout California and Nevada.
- We are a collection shared among five locations.
- Our collection includes fiction and non-fiction materials and resources for all ages, supporting a community of readers and lifelong learners.

*- BPL Collection Development Policy, 5/28/15*

- Relevant
  - Accurate and timely
  
- Engaging
  - Responsive to community requests and interest
  
- Appealing
  - Both content and format

# Our Collection

- Some statistics:
  - 550,000 items
  - 440,000 print books
  - 40,000 items added in 2014
  - 28,000 items added between January & July 2015
  - \$1.3 million budgeted for materials

# Centralizing Collection Management

# Some History

- 2006
  - “One specific question seemed to be whether it is common library practice to weed. The answer to that is an emphatic yes.”
  - “... failure to weed would result in making it difficult, for some, and impossible for many users to locate good and appropriately reliable and physically sound materials among the dated, dirty, misleading and redundant.”

Library Services Manager Francisca Goldsmith, 12/2006 report to BOLT



# Some History

- 2008
  - Look for ways to streamline the selection assignments
    - Consider whether the team process in selection is always the best use of [librarians'] time
  - “It appears that at present librarians at Berkeley focus on selection as an isolated activity, with weeding as something that should be done, but too easy to set aside.”

Nancy Crabbe – Library consultant

# 2013

- Many librarians say they do not have adequate time to devote to collection development, and that less deadline oriented tasks like weeding are often severely neglected
- Branch children's librarians order individually for their locations, so we have a lot of duplication of effort, with 5 or more librarians considering each title
- The process is so prolonged that some titles are ordered 6 or more months after publication

# 2013 Recommendations

- One model going forward ... have fewer people involved and have them spend more of their time on collection development
- Weeding needs to be more consistently carried out at all locations

Collection Development and Teen Services Manager Megan McCardle, 2013

# 2013 Recommendations

- 2013
  - It's exciting...to explore all the choices that technology now provides that not only save time, but allow for doing a better job of selection. I absolutely believe that centralization is the way to go...

Library Consultant Cynthia Orr

# Why Centralize?

- ❑ Eliminates duplication of effort
- ❑ Allows for a holistic, analytical and contextual approach to the collection
- ❑ Frees librarian's time for face-to-face service to the community, in support of our BOLT approved strategic plan
- ❑ Provides for continuous collection review and maintenance
- ❑ Simplifies clerical processes for support staff, saving time and reducing errors

# Staff Input – Collection Development

- Centralized collection management relies on staff input
  
- Multiple channels for input
  - Annual collection surveys
  - Staff materials request form
  - Collection development librarians attend department meetings
  - Partner on lists of recommended books
  - Visit library branches & departments
  - Selectors open and accessible

# Staff Input – Collection Review

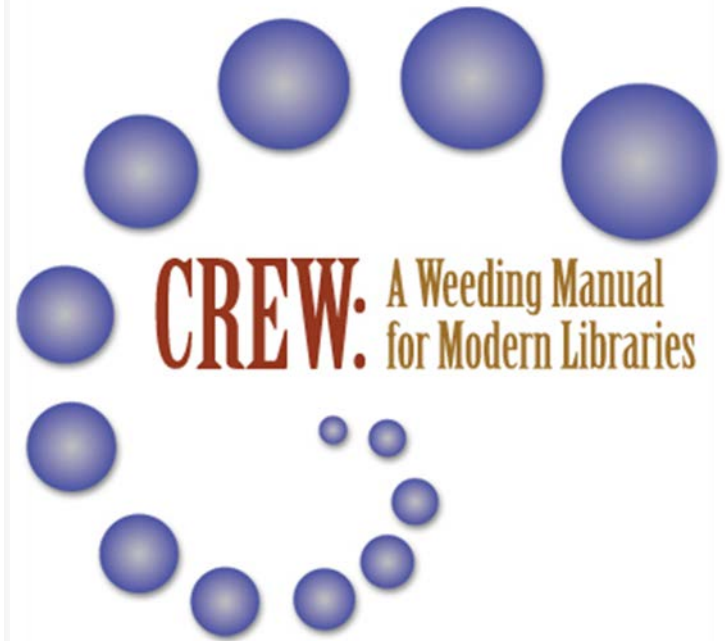
- Review lists are generated using
  - Publication date
  - Date of last circulation
  
- Staff worked collaboratively to develop review criteria for all sections
  
- Current model tested at branches and refined
  
- Collection Development librarians use staff generated criteria to generate review lists and inform review process

# Continuous Review, Evaluation, and Weeding

## CREW

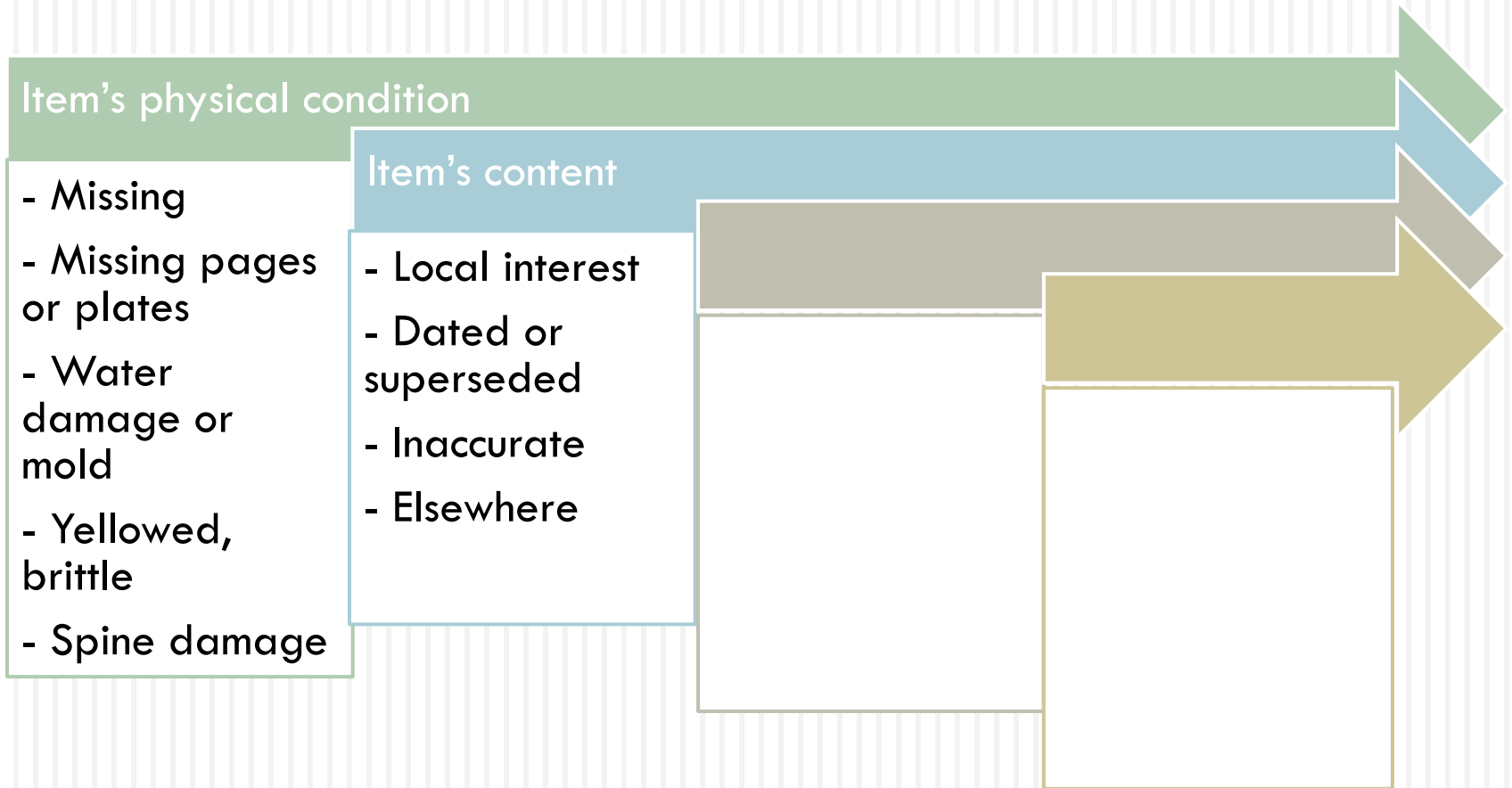
Since its inception in 1976, *The CREW Method* has become the benchmark tool for weeding library collections.

<http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15>

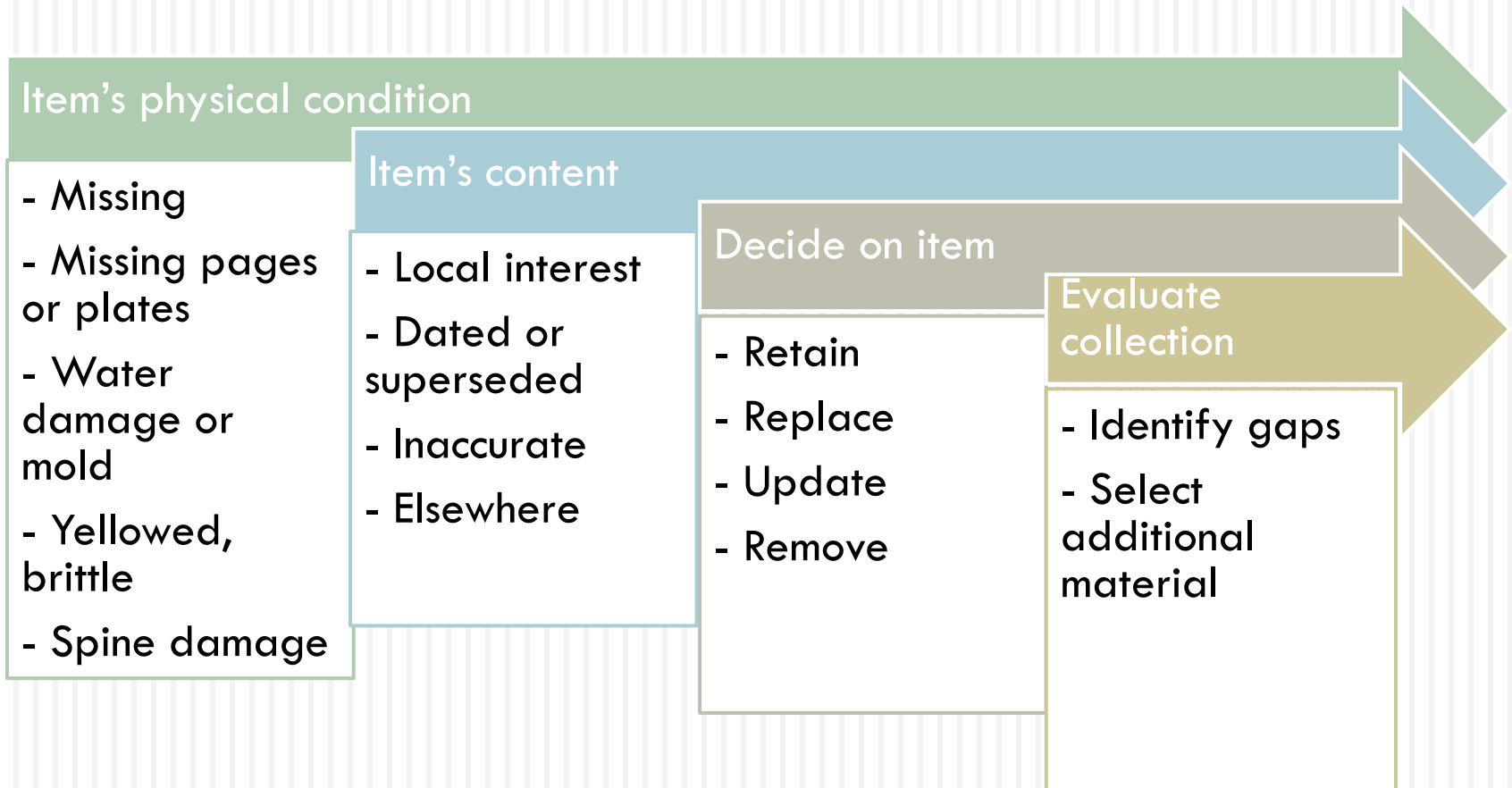




# What is the review process?



# What is the review process?



# Maintaining local character

- Circulation tells us what our community is using
  - Holds
  - Link+ requests
- Patron & staff requests
- Collection Development Librarians aware of local literary and cultural scene
- Alert librarians to local authors, materials related to local interests
- Responsive and agile ordering

# The Library Catalog

- The Online Library Catalog was implemented in 1991
- In terms of the library collections, catalogs are designed to be an accurate reflection of the holdings of the library and not a historical database of items previously owned or removed
- BPL's catalog is maintained on a regular basis by Technical Services and Circulation staff who follow long established maintenance tasks
- Data, including weeded materials and long inactive patron records is periodically deleted from the system which is standard practice for many libraries
- Financial data in the system is retained as per the City of Berkeley's Record Retention Policy

# Library Statistics

The California State Library requests statistics from all public libraries annually. These are the 18 collections-related questions on the annual survey:

<b>Q#</b>	<b>Question</b>	<b>Q#</b>	<b>Question</b>
601	Children's Books Added	611	Total Online Audio Materials
602	Books Children Held as of June 30	612	Total Physical Video Materials
603	Books Young Adult Held as of June 30	613	Total Online Video Materials
604	Book Volumes Added	614a	Databases - Local/Coops & Other
605	Book Titles Added	614b	Databases - State
606	Books Total Held as of June 30	614c	Databases - Total (#614a + #614b)
607	Government Documents in separate collect	615	Number of Current Print Serial Subscriptions
608	Total Print Materials Held (#606 + #607)	616	Number of records in library catalog as of June 30
609	Electronic Books	617	Children's Audio Materials held as of June 30
610	Total Physical Audio Materials	618	Children's Video Materials held as of June 30

To see the last 7 years of CA State Library statistics go to  
<https://www.library.ca.gov/lids/librarystats.html>

# Statistics: Focus on Books

## Berkeley Public Library State Library Statistics 2011-2015

<b>Fiscal Year</b>	<b>Childrens Books</b>	<b>YA Books</b>	<b>All Books</b>	<b>All Print Materials</b>	<b># Catalog Records</b>
2011-2012	151,859	15,478	452,316	452,316	370,088
2012-2013	158,359	16,756	470,990	470,990	391,495
2013-2014	149,869	16,397	463,916	463,916	391,616
2014-2015	153,463	18,557	442,443	442,443	447,749

# Removal of materials

- Friends of the Berkeley Public Library
  - Friends' sales benefit the Library
  - Friends have told us that Library discards difficult to sell
- Have now asked for a small portion of Library materials
- Formalizing materials flow through an updated Memorandum of Understanding

# Better World Books

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- Only take books in good condition
- Funds from Better World Books go to Friends of the Berkeley Public Library
- Our MOU with the Friends of the Berkeley Public Library will clarify the process



# DR3/St. Vincent de Paul

- Library discards and Friends of the Library discards are currently comingled
- Sold in SVdP thrift stores on the West Coast
- Proceeds support services for vulnerable communities
  - 3 out of 4 star rating on Charity Navigator
- Local centers provide
  - free meals
  - court alternatives
  - drop-in centers
  - job training & transitional employment

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Thank you.